



Housing Authority of Thurston County
1206 12th Avenue SE • Olympia, WA. 98501
Tel: (360) 753-8292 • Fax: (360) 586-0038
www.hatc.org

DATE _____

I (Print Name): _____, am giving my 30 day notice to vacate my unit located at

(Current Physical address): _____,

Effective date: _____

Sign and Date

Please read and check or initial each item that applies:

I am eligible to move. I have honored my lease term.

I am current on my monthly payments if I owe money to HATC (claim), or have paid in full. Claims must be paid in full if moving out of Thurston County.

I have given my landlord proper notice of my intent to vacate.

I have paid all my rent and utility bills.

If the Housing Authority Contract is not effective immediately, I understand that I may be responsible for the full rent in my old and/or new unit.

If I want to move outside Thurston County, I have filled out the 'Family Request for Portability' form identifying the name of the new Housing Authority, and have signed a new voucher.

I understand that there could be a delay in processing my move if I have given less than 30 (but at least a 20) day notice to move.